Batch Reports - D
HR-421 - Earnings History Detail

Purpose: The Earnings History Detail report provides Hours, Deductions, GPAs and Tax Information for the requested employee(s). The minimum required data to be entered is department and agency. Earnings History data is no longer updated in DCDS. Therefore, the only history available is from 1/96 to 3/2001. Earnings History after 3/2001 is available from the Human Resource Management Network (HRMN).

Frequency: As requested.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Pay Period End Date

Media: The report is printed at the designated printer.

Retention: Per Department Policy.

Information:
A. The Earnings History Detail report is accessed through the Reports, Batch, D - Earnings History Detail items on the menu.

B. The report displays individual earnings history information including:

- Gross and Net Pay
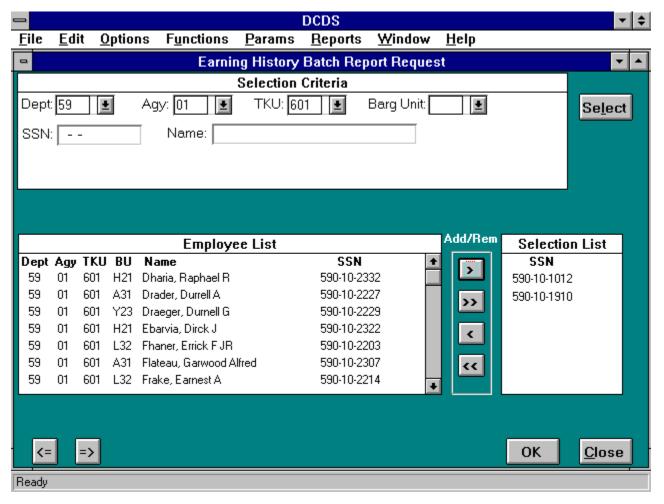- Tax Information

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Information:
(Continued)

- Hours Types and Rates
- Deduction Codes and Shares
- GPA Codes and Amounts

C. The Earnings History Detail report is processed nightly and printed at the destination printer identified by the user.

D. The Report Status screen provides the status of reports requested. A "P" displays in the Status field to indicate that the report has been printed. The Report Status screen can be accessed through the Reports, Batch, S - Status Report items on the menu bar.

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DCDS Reports

DCDS	▼	◆

File Edit Options Functions Params Reports Window Help

Earning History Batch Report Request	▼	▲

Selection Criteria

Dept: 59 ▼   Agy: 01 ▼   TKU: 601 ▼   Barg Unit: ▼   **Select**

SSN: - -   Name:

Employee List

Dept	Agy	TKU	BU	Name	SSN
59	01	601	H21	Dharia, Raphael R	590-10-2332
59	01	601	A31	Drader, Durrell A	590-10-2227
59	01	601	Y23	Draeger, Durnell G	590-10-2229
59	01	601	H21	Ebarvia, Dirck J	590-10-2322
59	01	601	L32	Fhaner, Errick F JR	590-10-2203
59	01	601	A31	Flateau, Garwood Alfred	590-10-2307
59	01	601	L32	Frake, Earnest A	590-10-2214

Add/Rem
>   >>   <   <<

Selection List

SSN
590-10-1012
590-10-1910

<=   =>   **OK**   **Close**

Ready

Report Request Screen

To display the Report Request screen for the Earnings History Detail report, select the Reports menu item from the Menu bar and click on the Batch menu item. From the cascading menu, click on D - Earnings History Detail menu item.

The Report Request screen displays when the menu items are selected. The Report Request screen allows users to enter the appropriate criteria to request the report.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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DCDS Reports

HR-421 - Earnings History - Detail

NO SAMPLE IS AVAILABLE DUE TO NO LONGER UPDATED BY DCDS

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